

The following info was adapted from:

www.nps.gov/interp/220/illtalkip.pdf

www.mtsd.k12.nj.us/6459125103142312/lib/6459125103142312

[Illustrated_Talk_4-8.pdf](#)

You could use this checklist or be more specific by creating a rubric that would break this down further giving students more specific feedback (i.e. have a column for each of the following: excellent, good, fair, and poor)

1. PREPARATION

_____ Have you clearly written the objectives of your presentation? (Use the Planning Process!)

_____ Have you analyzed your audience? (size-usually 2 or 3, ages-25+)

_____ Have you researched your supporting information for accuracy and anticipated questions?

_____ Have you practiced your presentation and checked for timing as well as smooth delivery?

_____ Did you give an interesting but understandable title?

_____ Did you evaluate your visuals? Is it needed, does it focus attention, is it neat and simple, is it easy to use/see, does it fit smoothly into the presentation?

2. PRESENTATION

_____ Did you introduce yourself and the chapter you represent?

_____ Did your introduction include a welcome, arouse interest and set the stage for the presentation?

_____ Did your presentation include an introduction, a body, and a summary or conclusion?

_____ Did you only refer to your note cards, avoiding reading them. Better yet, is it memorized?

_____ Did you have a smooth transition between sections or ideas?

_____ Did your presentation encourage the audience to action or gain respect for the ideas expressed?

_____ Did you face your audience?

_____ Did you avoid distracting body movements?

_____ Did you dress in a professional manner avoiding tight, low cut, and short clothing (dressing without distraction)

_____ Did you finish with a strong, definite conclusion?

_____ Did you thank your audience at the conclusion asking them if they had any questions?

3. AUDIENCE RAPPORT AND INTEREST

_____ Did you talk with enthusiasm?

_____ Did you maintain eye contact with the audience?

_____ Did you speak in a friendly, conversational tone?

_____ Did supporting details employ a variety of techniques: examples, stories, definitions, anecdotes, facts, statistics, or comparisons?

_____ Did you use quotation, testimony, or narration?

_____ Did you use appropriate technology and visuals?

4. LANGUAGE

_____ Did you speak with confidence and authority.

_____ Did you stand up straight and maintain appropriate posture

_____ Did you use facial expressions to add interest?

_____ Did you avoid using speech mannerisms like fillers (uh, and) and unrelated or repeated phrases (okay, so, you know, and that).

_____ Did you adapt your volume to the audience so all could hear but not be overpowering?

_____ Did you pronounce words correctly and distinctly?

_____ Did you vary your tone as well as your pace to add emphasis and interest to your talk?

_____ Did you keep your hair away from your face?

5. FEEDBACK

_____ Were you aware of audience reactions?

_____ Did you start and finish on time? (10 minutes)

_____ Did you have someone (friend, teacher) give you a candid critique on one of your presentations before competition?

Color Combinations for Visibility

1. Black on yellow
2. Black on orange
3. Yellow-orange on navy blue
4. Green on white
5. Scarlet red on white
6. Black on white
7. Navy blue on white
8. White on navy blue
9. Yellow-orange on black
10. White on black
11. White on bottle green
12. White on scarlet-red
13. White on purple
14. Purple on white
15. Navy on yellow
16. Navy blue on orange
17. Yellow on black
18. Scarlet-red on yellow
19. Yellow on navy blue
20. Purple on yellow
21. Purple on orange
22. White on emerald green
23. Bottle green on yellow
24. Scarlet-red on orange
25. Emerald green on white
26. Yellow on purple
27. Orange on purple
28. Bottle green on orange
29. Emerald green on yellow
30. Orange on yellow

Letter Size for Visibility*

<u>Distance</u>	<u>Letter Size</u>	<u>Line Thickness</u>
10 ft	½ inch	3/32 inch
20 ft	¾ inch	1/8 inch
50 ft	2 inches	5/16 inch

*Assuming good light, good eyes, and good color.